



BOARD OF MAYOR AND ALDERMEN
MINUTES
January 8, 2024
5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:01 PM.

2. Prayer and Pledge

Alderman Drew Jennings led the prayer and pledge.

3. Roll Call

Present: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Also Present: Mayor Callis, City Attorney Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer

Absent: Alderman Hall, Alderwoman Holcomb

4. Approval of Agenda

Motion to: Amend by adding Resolution 24-10 to the Police Department Agenda

By: Alderwoman Thompson

Second: Alderman Jennings

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Amended Agenda Passed(voice vote)

5. Public Recognition

Curtis Grove of 104 Arthur Ct. Portland, TN spoke about the PUD Ordinance.

6. Presentation - Small Business Administration

Robbie Yang of the U.S. Small Business Administration spoke about disaster assistance loans.

7. Communications from Council Members

No comments.

8. Mayor's Report

- The Mayor explained property tax reappraisals from Robertson and Sumner County. He reminded everyone that the City does not assess property this is completed by the county.
- Thursday, January 11, there will be a Special Call Council Meeting at 4:30 for 2 items from the Utilities Department.
- January 25, 2024, is a Town Hall meeting at the Temple Theater about Portland's development, growth, and planning starting at 5:30 pm.

- Great work by the Utilities, Public Works, Police and Fire department employees that worked on the water main break at Highway 109 this past weekend.

9. **Alcoholic Beverage Board**

Beer Board Chair Jody McDowell called the meeting to order at 5:11 pm.

- A. Golden Bear #21 - Narendra B. Patel Off Premises Beer Permit at 100 Highway 52W. Application from Narendra B. Patel was presented for ownership and name change of 100 Highway 52W to Golden Bear #2.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

Meeting adjourned at 5:13 pm.

10. **Consent Calendar**

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed for all items on Consent Agenda (voice vote)

- A. Department Reports

- B. Minutes from the City Council Meeting of December 4, 2023.

- C. Ordinance No. 23-65 – Second Reading - An Ordinance to repeal Ordinance 16-46 which authorized a residential stormwater base rate and a tier rate for commercial and industrial properties and replace with this Ordinance to set a new rate schedule.

- D. Ordinance No. 23-67 – Second Reading - An Ordinance to enter an agreement with Nabholz Construction Corporation for the 2023 window replacement for Richland Gym project at Richland Park.

- E. Ordinance No. 23-68 - Second Reading - An Ordinance authorizing the acceptance of the best bid for the City of Portland 2023 sidewalk contract effective December 4, 2023-December 31, 2024 with a one (1) one year renewal option.

- F. Ordinance No. 23-69 – Second Reading - An Ordinance creating a job position as Utility Inspector I for the City of Portland department of Utilities.

- G. Ordinance No. 23-72 – Second Reading - An Ordinance to rescind and replace Ordinance 21-59 to begin a new Fire Line Billing Structure for all dedicated fire lines.
- H. Ordinance No. 23-73 – Second Reading - An Ordinance to enter an agreement with Community Development Partners, LLC (CDP) to provide professional administrative services for The City of Portland's Tennessee Department of Environment and Conservation (TDEC) American Rescue Plan Act (ARPA) Competitive Water Resources Protection Grant.
- I. Resolution No. 24-01 – A Resolution to appoint one new member and re-appoint members to the Portland Industrial Development Board. - *Kathy Dixon, Jess Birdwell, Mark Rice, Thomas D. Hunter, Gail Gentry*
- J. Resolution No. 24-02 - A Resolution to appoint one member, to The Portland Municipal Planning Commission. - *Robert Tooker*
- K. Resolution No. 24-03 – A Resolution to appoint one member to The Portland Housing Authority Board. - *Lisa Goss*
- L. Resolution No. 24-07 – A Resolution approving the re-appointment of one member to The Portland Airport Authority. - *Jeff Collins*

11. Community Development – Alderwoman Megann Thompson

- Alderwoman Thompson encouraged all to attend the January 25th meeting for the opportunity to ask questions and discuss Portland's growth.
- Mayor Callis encouraged everyone to complete the survey. Kiosk will be added at the Portland Library.

12. Finance – Alderwoman Penny Barnes

- A. Ordinance No. 24-01 – First Reading - An Ordinance of The City of Portland, Tennessee, amending Budget Ordinance No. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Discussion: Changes reflecting the Police salary changes will be in the 2nd reading.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- B. Discussion - Donations

Rachel Slusser distributed information about the requested donations and advised the budget is \$85,000. After discussion, it was agreed that the Ad Hoc Committee will review the information and make suggestions based on community needs, and prior donation amounts.

13. Fire Department – Vice Mayor Jody McDowell

No Items

14. Human Resources – Alderwoman Penny Barnes

No Items

15. Legislative – Mayor Mike Callis

- A.** Resolution No. 24-08 - A Resolution to petition United States Congress for a Water Resources Development Act Budget Appropriation for Water Projects out of the 2022 Allotment.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- B.** Discussion - Hillcreek Plat

Mayor Callis brought to the Council that a citizen wanted to donate property on Hillcreek Court to the City. Mayor Callis had the staff review the property to see what asset it would be for the City. The staff determined there would be no advantage to own the property. The Council agreed that they would accept the advice of the staff.

16. Municipal Airport – Alderman Mike Hall (Absent)

No Items

17. Parks & Recreation – Alderman Brian Woodall

No Items

Mayor Callis reminded everyone of the Daddy Daughter Dance. Tickets are on sale and can be purchased by calling 615-325-6464.

18. Police Department – Alderman Drew Jennings

- A.** Resolution No. 24-10 – A Resolution authorizing the approval of an increase of \$3.00 per hour pay increase for each step of the Police Pay Scale effective for hours worked starting Monday, February 12, 2024.

Motion to: Approve

By: Alderman Jennings

Second: Vice-Mayor McDowell

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

19. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-02 – First Reading - An Ordinance amending Zoning Ordinance Number 387, Combined Zoning Ordinance of The City of Portland, Tennessee, by repealing and replacing Article XII: Planned Unit Developments of Language and Definitions.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

Discussion: Alderwoman Thompson wanted to thank Josh Sutter for all the help in getting this Ordinance ready.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

Mayor Callis reminded everyone that the Food Truck Ordinance passed and beginning February 1, 2024, all food trucks must vacate the operation site every day. Citations will be issued for anyone not following the ordinance.

20. Public Works – Alderwoman LaToya Holcomb (Absent)

- A.** Ordinance No. 23-71 - Second Reading - An Ordinance to rescind Chapters 5 and 6 of Title 18 of The Portland Municipal Code and replace with the Title, Stormwater Management, Title 21.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis noted that there were some language changes in the Ordinance that have been highlighted.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion (voice vote)

- B.** Resolution No. 24-04 - A Resolution to approve change order #1 in the increased amount of \$5,798.11 for the contract with Campbell Partners Concrete for the City's Salt Shed Project.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Woodall

Discussion: Carlton Cobb made the Council aware that the Contractor, who won the bid with the lowest price, came back after he was awarded the bid stating that he did not included enough rebar for the project. Carlton Cobb also stated that changes were made and a pillar was added to the project. The Contractor did not separate the cost of rebar and pillar addition in the new cost.

Motion Failed(voice vote)

Motion to: Defer so the contractor can break down additional cost.

By: Alderman Jennings

Second: Alderwoman Thompson

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Resolution Deferred so contractor can break down additional cost. (voice vote)

- C. Resolution No. 24-09 - A Resolution to approve change order #1 in the increase amount of \$7,948.27 for the contract with Jetton Property Group for the City's Salt Shed Project.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Carlton Cobb reported that during the construction, the Public Works Department made changes to the shed that resulted in more material being used on the project.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- D. Discussion - Street lights

Mayor Callis reported that a meeting was held with Cumberland Electric Company (CEMC) representatives. The following was covered:

- The City pays for approximately 1700 streetlights, whether they are working or not.
- Several lights will be changed out to new LED lights.
- An adjustment to the City's CEMC bill will be made annually based on the number of non-working lights.
- A new system is being created for citizens to report non-working streetlights.
- CEMC will guarantee that within 5 days of the nonworking report, they will have the light repaired.

- E. Discussion - Parking Lot B

Mayor Callis reported that \$56,000 in funding had been previously approved for parking lot B (behind Strawberry Station). Once all estimates are completed, the Council will be presented with the complete cost. Utilities will be completing work and moving underground utilities and are checking to see if the electric pole can be moved. The design includes landscaping and light poles similar to the City Hall parking lot C. Parking slots will be numbered like Gazebo lot A & City Hall lot C.

- F. Discussion - Semi-Truck Traffic

Discussion of current issues and possible solutions:

- Larger signs advising truck lanes at entry points in town.
- Adding lighting to the signs.
- Paint on roadway advising truck traffic lanes - Carlton Cobb to check on cost.
- Information through GPS platforms

21. Utility Infrastructure – Alderman Brian Woodall

- A. Ordinance No. 24-04 - First Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Steve Kirby on The Twin Lakes Subdivision, which will include the installation of Water and Sewer Improvements, located at 925 North Broadway in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed (voice vote)

- B. Ordinance No. 24 - 05 First Reading - An Ordinance to enter an agreement with OHM advisors to provide engineering services for The City of Portland American Rescue Plan Act (ARPA) Competitive Resource Protection Project.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Discussion about the funding. Bryan Price advised it would come from grants. Alderwoman Thompson questioned if OHM is the only firm used. Bryan Price explained other firms are used and OHM is used for this project because of the short time frame to complete it.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed (voice vote)

- C. Ordinance No. 24-06 – First Reading - An Ordinance to enter into an agreement with Cumberland Pipeline, LLC for the water, sewer, and gas relocations associated with Tennessee Department of Transportation (TDOT) State Industrial Access (SIA) Road Project Commodore, Pin #127961.00, in Robertson County.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis made mention that the second reading on this Ordinance would be at Special Call Meeting on Thursday night. Bryan Price explained that the engineering firm had changes and that this did not change the low bid.

Motion to: Amend to accept bid tabs presented.

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Funding will come from fund balance or loan, since all most all is reimbursable.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Original Motion Vote for Ordinance No. 24-06 First Reading as Admended.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion (voice vote)

- D. Ordinance No. 24-07 - First Reading - An Ordinance to enter into an agreement with Infinity Pipeline, Inc. for the Eubanks Road Water Line Project from Vaughn Parkway to Jay Bird Drive in Robertson County.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis made mention that the second reading on this Ordinance would be at Special Call Meeting on Thursday night. Bryan Price explained the yellow-highlighted section needs to be amended for the first reading. Low bid did not change.

Motion to: **Amendment to accept bid tabs presented.**

By: Alderman Woodall

Second: Alderman Jennings

Discussion: None

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Original Motion Vote for Ordinance No. 24-07 First Reading as Admended.

Discussion: Bryan Price reported money for funding has already been collected.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman HolcombNone

Motion Passed(voice vote)

- E. Resolution No. 24-05 - A Resolution to approve change order #1 increasing the contract amount with OHM Advisors by \$22,000 for a total contract price of \$87,050 for additional engineering services for the 2023 Highway 52 Water Main Improvements Project.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Bryan Price reported that the water line in front of O'Reilly Auto Parts is a 6" line. This section of 6" line needs to be changed to 12" lines, in order for the grant projects to work. Discussion of engineering cost for projects and if a person could be hired to handle projects instead of paying engineering firms. It was explained that some projects have to be handled by large engineering firms because of the time frame and number of people needed to complete the project. Bryan Price explained that the Utility Department does not need an additional engineer but a drafting/drawing person, so small projects could be handled in-house. The Council advised Bryan Price to look at the engineering cost to compare it to hiring an individual. Mayor Callis also suggested Bryan Price compare the number of employees that other Utility Departments have.

Yes: Alderwoman Barnes, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- F. Discussion – Official Drought Alert Phase as per the TDEC approved Drought Management Plan.

Bryan Price advised the Council that we are currently in a water drought. He has concerns about the water supply because of a drought at this time of year. Bryan Price wanted to make the Council aware of the steps in a drought alert. Discussion was held about if drought continues, what steps can be made to reduce consumption. Bryan Price advised that the next discussion item could help with water demand. Alderman Woodall questioned if Sumner County could be included. Mr. Price did not want any action to be taken, he only wanted to make the Council

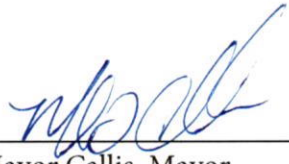
aware.

Bryan Price gave an update on the meter replacement program. The issue is the batteries have a 10-year life, and these have been in place for 15 years. Replacement parts are not available and batteries cannot be changed fast enough. Still looking at a two to three year time frame for swapping out old meters with the new system meters.

- G. Discussion - Water moratorium for Robertson County outside City Limits.
Discussion under Item F.

Adjournment

Motion to Adjourn by Alderwoman Thompson; Second by Alderman Jennings;
Motion passed by voice vote to **adjourn at 06:39 PM.**



Mayor Callis, Mayor

Tracy Kizer, Assistant City Recorder